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001362

AGENDA FOR COORDINATING MEETING - 20

PREPARATIONS TO MOVE NPIC TO BUILDING 213

1. In view of the fact that senior Agency officials expect Building 213 to be completed by the end of the year, the Director of Logistics considers it essential that all action and responsible offices coordinate and expose problem areas at this time. Consequently, a meeting has been called to be held in the office of the Director of Logistics at 1400 hours, on Friday, 26 October.

2. The following comprises an agenda and lists by area of responsibility pertinent questions that can be used as frames of reference during the meeting's discussion:

Real Estate and Construction Division, OL

STAT

a. Is construction modification of the building on schedule?

b. Which of the 48 areas of construction activity, which have been charted and regularly reported on, are behind schedule? Have corrective actions insofar as possible been taken on all areas behind schedule?

c. Has the NPIC organization identified those areas in the building which they will want to commence occupying prior to construction completion?

d. Will GSA be able to expedite installation of special built-in facilities in order to complete them by 20 December?

e. Which area of construction activity is the most critical and might possibly lead to delay in occupancy and operation?

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National Photographic Interpretation Center [redacted]

STAT
STAT

a. Have you provided templated sketches of floor plans showing positions of administrative equipment to Supply Division, OL? *1 of 707*

b. Has your internal plan for the preparation of equipment and classified material for the move to Building 213 been prepared? Have manifest forms been prepared which satisfy requirements of security?

c. Has a plan based on paragraph 5, Annex C to the Master Plan for Construction and Occupancy of Building 213 been prepared? Have responsibilities been assigned to division and staff chiefs within NPIC? Has this plan been reviewed by Office of Security's representative?

d. Has [redacted] or any other PBS official indicated the kinds of information essential to determining the kinds of equipment, vehicles, and number of labor personnel required to effect your move? Has it been indicated how far in advance of the move such information will be needed? How is such information to be transmitted to PBS or [redacted]

STAT

e. When do you believe the two outside construction type elevators should be in position on the north and south sides of Steuart Building? When, that is, with respect to commencing the move?

STAT

f. In general, do you still intend to follow Tab A to Appendix 1 to Annex C, the Master Plan, in phasing your move into Building 213?

Office of Security [redacted]

STAT

a. Does Office of Security require a "feed back" from NPIC in order to gauge the degree of preparation being made by NPIC for the security of the move?

b. Will Office of Security or NPIC levy the requirement on PBS for fiberboard cartons and special tape to be used in securing cartons and cabinets?

c. Does Office of Security have a classified materials manifest form, together with instructions for its use, which might be utilized by NPIC in connection with transport of classified material?

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Office of Security (Continued)

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d. Do you know the status of installation of the incinerator and somat pulping machine in Building 213-A? Will this equipment be ready for operation at the time occupancy is commenced?

will be ready -

e. Do you know whether fire and civil defense alarm systems will be in operation at the time occupancy is scheduled to commence?

yes - ready

Supply Division, OL

STAT

a. Have you received templates of administrative equipment to be assembled and positioned in Building 213 as part of Supply Division's responsibility?

b. Have you identified those areas in the building where you want to assemble furniture prior to its positioning in the building?

c. Have you planned how to dispose of cartons and crating material that will result from the assembly operation?

d. Has it been decided how many working crews should be obtained and the number of men per crew?

e. Do you anticipate any problems in connection with the transport of equipment (technical as well as administrative) from to Building 213?

STAT

f. Can you state the maximum and minimum lengths of time it may take to satisfy assembly and positioning responsibilities?

Procurement Division, OL

STAT

a. Can Procurement Division state whether or not equipment critical to the operation in Building 213 will all be delivered in time to meet operational requirements?

b. Is a schedule of in-process procurements for Building 213 being periodically reviewed, and are critical items and/or manufactures being double checked and monitored?

c. Does Procurement Division anticipate a late delivery on any critical equipment?

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Procurement Division (Continued)

d. Does a delivery schedule exist for equipment which is not expected until after 1 January 1963?

Transportation Division, OL

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a. Has Transportation Division been alerted to Supply Division's requirement for the movement of material from to Building 213?

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b. Funds for use in meeting the entire cost of relocating NPIC to Building 213 have been budgeted for and, it is understood, are under the control of Real Estate and Construction Division, OL. Has Transportation Division coordinated with Real Estate and Construction Division to determine how these funds will be identified in performing Transportation Division's functions?

c. Has Supply Division indicated the volume of material that will have to be transported from to Building 213?

STAT

d. NPIC-controlled technical and operating equipment exists in several locations in the Washington area other than the Steuart Building. Some of this equipment will require pick up and transport to Building 213. Has NPIC indicated to Transportation Division any of the kinds or volume of such equipment which it will require to be relocated?

Logistics Services Division, OL

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To what extent will NPIC, when located in Building 213, look to the Logistics Services Division for services? Will the procedures for requesting reimbursable and non-reimbursable GSA services and maintenance remain as they now are? Does NPIC foresee any required support from the Logistics Services Division in connection with operation of its BSO?

Pre-Meeting Distribution:

- 2 - NPIC Support Staff
- 2 - O/S (PSD and)
- 2 - D/L
- 2 - OL/RE&CD
- 2 - OL/SD
- 2 - OL/PD
- 2 - OL/TD
- 2 - OL/FS

STAT

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